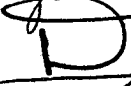




<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 4 Nov 84	
<b>TO:</b> D/Os			
<b>ROOM NO.</b> 1511	<b>BUILDING</b>		
<b>REMARKS:</b>			
<p>For your files.</p> <p>DD/pam </p> <p> C/PPG</p> <p></p>			
<b>FROM:</b>		DA/MS	
<b>ROOM NO.</b> 7018	<b>BUILDING</b> HQ		

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

C O N F I D E N T I A L

7 March 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Security's First Quarterly Review

25X1 1. The Office of Security's first quarterly review was held on 1  
February 1984 in their new conference room in the [ ] building. The  
25X1 Office Director opened the meeting and reviewed a series of personnel moves  
and the planned office move [ ] also reported on the  
Deputy Office Director's trip to the West Coast. In reviewing the status of  
office activities, it was reported that industrial clearance cases are high  
again and that the office is meeting deadlines for staff applicants,  
25X1 especially for Career Trainees. There will be a new Polygraph class starting  
25X1 in April in the newly improved facilities. [ ] reported that the  
move to [ ] building went well and complimented the Office of Logistics  
for such a smooth move.

25X1 2. Next, [ ] reported on Physical Security Initiatives for  
Counterterrorism. He discussed the planning for Headquarters enhancements and  
showed a series of drawings of the planned hydraulic barriers and concrete  
25X1 planters. Delivery of the first of the barriers is planned for mid-March.  
[ ] reported that the Headquarters perimeter fence sensors have been  
tested and a new automated sensor-locator map has been installed in the Duty  
Office. Proposals for enhanced security at Ames and Key buildings are under  
consideration.

25X1 3. [ ] reported on Polygraph Division activities in the  
25X1 Counterterrorism area. Relevant questions are asked on all domestic polygraph  
examinations [ ]  
reviewed several recent cases.

25X1 4. The next briefing on Automation Activities was given by [ ]  
25X1 [ ] He reported on the Security Information Management System (SIMS).  
This system will replace SANCA, the office's clearance information system.  
Data is currently being loaded into SIMS and a training course has been  
established with the Office of Training and Education. User acceptance  
25X1 testing for SIMS is planned for next quarter. [ ] also reported on  
25X1 the Security Communications Improvement Project (SCIP). As part of this  
program, a Wang Alliance system will be installed [ ]  
in March. Field office surveys have been completed to determine the necessary  
25X1 configuration for each field office. [ ] reported that 94 Delta Data  
25X1 terminals were installed [ ] and four Wang systems are  
planned for March installation.

25X1 5. [ ] gave the next presentation on Security Awareness  
activities. He gave a general update on Security Officer Recruitment and

C O N F I D E N T I A L

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25X1 Training Program (SORT), on industrial awareness briefings for contractors,  
 25X1 and security awareness briefings for new employees. [ ] introduced  
 25X1 [ ] who described the new audiovisual project, "Securely Yours."  
 25X1 This is a film which shows security in the office routine. [ ] said the  
 film is used for entry-on-duty (EOD) and special awareness audiences. We were  
 shown an excerpt from the film.

25X1 6. The next presentation on the new Sensitive Compartmented Information  
 (SCI) Reference Handbook was given by [ ] This is the first handbook  
 25X1 available to security officers which contains comprehensive SCI guidelines.  
 25X1 [ ] said the handbook contains a range of information and is used to  
 reinforce the security officers' understanding.

25X1 7. [ ] gave the next update on the Community-wide, Computer  
 25X1 assisted, Compartmentation Control (4C) System. [ ] reported on  
 increased system usage, on system audit trails, and the kind of information  
 that is provided. He also reported on the discovery of a recent penetration  
 of the 4C system, the investigation, and the corrective measures taken.

25X1 8. The final presentation on Computer Security Activities was given by  
 [ ] He reported on CRAFT developments, audit activities, and  
 the computer security working group of the Information Systems Board.  
 Fourteen CRAFT systems have been installed. The Information Systems Security  
 Group (ISSG) performs pre- and post-installation surveys. Within six months  
 of an installation, they conduct a comprehensive review. A benchmark of the  
 characteristics of a "healthy" CRAFT system is planned. This will be used as  
 a profile for overseas audits of operational systems. ISSG has also created a  
 25X1 diskette which contains guidelines for overseas processing. [ ]  
 gave additional details on the 4C incident and discussed another case, which  
 is still under review.

9. Copies of the viewgraphs from the session are attached.

25X1  
 Attachment

25X1 DDA/MS: [ ] (28Feb84)  
 Orig - File (w/att)  
 1 - DDA Chrono (w/o att)  
 1 - DDA/MS Chrono (w/o att)  
 25X1 1 - D/OS, 1S11 [ ] (w/o att)

C O N F I D E N T I A L